

Office of the Mississippi Secretary of State
(800)256-3494
www.sos.ms.gov

INSTRUCTIONS FOR FILING NONPROFIT STATUS REPORT

All nonprofit corporations in the State of Mississippi, foreign and domestic, are required, **upon request**, to file a status report with the office of the Secretary of State. That report may be requested every five years. Certain information is required. (Miss Code Ann §79-11-391, 1972) The nonprofit corporation has 90 days from the date of the request to complete and submit its status report. (Miss Code Ann. §79-11-391, 1972) Failure to submit the status report, along with the required \$25.00 filing fee, may result in the nonprofit corporation being administratively dissolved or having its Certificate of Authority to transact business in the State of Mississippi revoked. (MCA §79-11-347, 1972)

Nonprofit corporations may also voluntarily submit a status report at any time. This may be done to change or update any of the information contained on the report with the exception of the name and address of the registered agent. Before completing this form, it is recommended that the nonprofit corporation check its current information contained on the Secretary of State's website. It is the duty of the nonprofit corporation to keep that information updated.

At this time, the nonprofit status report cannot be filed online. This form must be completed and mailed along with a check for \$25.00 to Mississippi Secretary of State, P.O. Box 2010, Jackson, Mississippi 39215-2010.

Specific instructions

Business ID number: All corporations, including nonprofits, are assigned a business ID number. That number can be found by searching for that corporation by name on the Secretary of State's website.

Business email: All notices and reminders from the Secretary of State will be sent via email, when possible.

Tax ID number: This is the number issued to the nonprofit corporation by the Internal Revenue Service.

Name and address of the registered agent: The registered agent for a nonprofit corporation must be a Mississippi individual or corporation. The registered agent must have a physical or street address in the State of Mississippi. You may also provide a P.O. Box in addition to the physical address. If the registered agent changes between status reports, you must file form F0021 to notify us of this change. That form is found on the website.

Names and addresses of directors/officers: Three places are provided on the form. Additional directors/officers may be disclosed by attaching a sheet with the required information.

State the activities of the nonprofit corporation: Please state in general, the activities that are being conducted by this nonprofit corporation. This is different from the nonprofit "purpose" which may have been noted in the nonprofit's formation documents or with its application to the IRS for tax exempt status. In addition, please note whether this nonprofit solicits contributions. If it does so, it

must contact the Securities and Charities Division of the Mississippi Secretary of State's Office to determine whether it must register with that division.

Signature: This report must be signed by a director or an authorized member of the nonprofit corporation.

Again this form cannot be submitted online at this time. Please fill out the form online and print it off for mailing. The form should be mailed, along with a check for \$25.00 payable to the Mississippi Secretary of State to P. O. Box 2010, Jackson, MS 39215-2010.

**MS Secretary of State
Business Services Division
P O Box 1020
Jackson, MS 39215-1020**